Seldovia City Council

Laydown

September 10, 2018

NOTES

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Prince William Sound RCAC Board Meeting
Seldovia Conference Center

Thursday, Sept. 20 - 9:00 a.m. - 3:30 p.m.
Friday, Sept. 21 - 8:30 a.m. - 12:30 p.m.

Event times are tentative and subject to change.

Community Reception - The Linwood

Thursday, Sept. 20 - 6:00 - 8:00 p.m.

Visit with Council members, learn more about our work, and share ideas!
Evening buffet will be served. Cash bar available.

All events are free and open to the public.

www.pwsrcac.org

PRINCE WILLIAM SOUND RCAC
Regional Citizens' Advisory Council

My name is Alisha Chartier I live at 340 C st. I represent Seldovia on the Prince William Sound Regional Citizens Advisory Council (PWSRCAC). Seldovia will be hosting the next PWSRCAC board meeting scheduled on September 20th and 21st. It is open to the public and will be located at the Seldovia Conference Building. Please join us if you have the time for both days or at any point in the day that you can manage.

One topic we will be discussing is the Alyeska Ship Escort/ Response Vessel System (SERVS). Alyeska recently changed their marine services provider from Crowley Marine Services to Edison Chouest Offshore (ECO) as of July 1, 2018. PWSRCAC has been monitoring this transition and will report on the progress.

There will be a reception on Thursday September 20th from 6 to 8pm at the Linwood Bar. You will have a chance to meet the other 35 board members and staff.
The reception will include a free Lasagna dinner.

If you are interested in receiving more information about the upcoming board meeting please contact me and I will be happy to meet with you or send reading material. The city office has my contact information.

City of Seldovia

P.O. Box B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
Email: cityclerk@cityofseldovia.com
www.cityofseldovia.com

CITY BUSINESS LICENSE APPLICATION

$30.00 Annual Business License Fee ($60.00 for renewals submitted after due date)

- Check in the amount of $30 (Non-refundable annual fee)
- Copy of State Business License (or proof that you have filed) No: _____
- Copy of Borough Sales Tax Registration Card or Registration No: _____
- Copy of any required occupational licenses

Your city business license will be issued within one week of the date the City Clerk has verified the above and has received proof that all of your tax and other accounts with the City and the Kenai Peninsula Borough are current. Annual renewals are due January 31 Seasonal May 1 Sept 30 are due May 1st

Legal Name of Business Entity: _____ Date: _____

Name of Business Owner(s): _____

Business is: Partnership (Make sure all partners are listed) LLC (Limited Liability Company)
Corporation (List corporate officer's names) Nonprofit Sole Proprietorship

Mailing Address for LICENSE & RENEWAL: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Cell: _____

Email Addresses: _____

Physical Business Location in Seldovia: _____

Zone: Commercial Business Commercial Commercial Residential Industrial Public/City Land
Residential Special Multi-Family Residential Waterfront Commercial Residential

Please note Zoning Limitations: A business license does not authorize the holder to conduct business in violation of any zoning ordinance. A residence without a permitted commercial business use is prohibited in the Commercial Business Zone. (Please see attached zoning map)

If the physical business location is in the commercial business zone are you the Owner or Tenant

If the physical business location is in the commercial business zone is it: Operational Vacant Residence

Does the business operate: YEAR ROUND SEASONALLY Start Date: _____ End Date: _____

Please provide a complete description of the type(s) of goods and/or services that shall be offered under this business permit:

_____

_____

_____

_____

Please Note: If the applicant ceases to engage in business or change its name, nature or business location, the business license expires. You must provide a physical business location. (A post office box or mail drop is not a physical business location.) Acceptance of this application by the City does not guarantee a license will be issued.

As Applicant, I_____, certify or declare under penalty of perjury under the laws of the State of Alaska that the foregoing is true and correct.

Signature:_____ **Printed Name:**_____ **Title:**_____ **Date:**_____

FOR OFFICE USE ONLY
PAID: CASH/CHECK NO. _____ DATE: _____
NOTICE SENT: _____ ACCOUNT VERIFIED: _____
ZONING USE ALLOWED?
ISSUED: _____ LICENSE NO.: _____ EXPIRES: _____

DRAFT

Dear Valued Business Owner,

It's that time of year again, business licenses for 2017 need renewal.

Per Seldovia Municipal Code Title 5;

5.04.010 License required. Every person, partnership, firm or corporation engaged in a business in the City, as defined under AS 43.70, will be licensed by paying five (5) dollars for a calendar year or part thereof. (Ord. 74-11 Sec. 1(part), 1974; Ord. 92-20; Ord. 99-05; Ord 10-08 Sec 1, 2010)

ORDINANCE 17-09

AN ORDINANCE OF THE CITY OF SELDOVIA AMENDING TITLE 5 CHAPTER 5.04 GENERAL PROVISIONS SECTION 5.04.010 LICENSES REQUIRED TO INCREASE THE COST OF A SELDOVIA BUSINESS LICENSE TO $25 DOLLARS (10-26-2016)

Please complete the attached business license application and return it with the $25 fee to the City Office at your earliest convenience. If you have more than one business within the City, you are only required to purchase one license. Please indicate all business's associated with the one license.

Thank you for your dedication to the economic development and stability of Seldovia.

DRAFT

Unapproved Minutes from the September 5th, 2018 Planning Commission Meeting:

G. Consideration of Site Plans;

1. Conditional Use Permit- Sensenig

A. Presentation by Staff or Commission

CLERK GEAGEL- Presented a request from potential new owners for Ruth Sensenig's property to have the conditional use permit allowing the property to be a residence in a commercial zone extend to the new ownership. She presented Sensenig's conditional use permit and the minutes approving the permit.

B. Public Presentation or Hearing

COMMISSIONER CARLUCCIO called for public comment and none was offered.

C. Commission Discussion

PATRICK- Inquired as to who owned the property before Ruth. She spoke in support of having the conditional use permit extend to the new property owners. The adjoining property is primarily residential.

CM CAMERON- Clarified that the Camerons previously owned the home.

CARLUCCIO- Discussed the letter from the new property owner and that the comments from the minutes where the conditional use permit was discussed did not state a time limit, nor did the signed permit that was given to Ruth. She discussed that the property was not in the middle of a commercial or industrial zone and was bordered by residential properties. She spoke in support of extending the conditional use and letting it go with the property. She stated that there were not enough members present for a vote that needed a majority plus one so they would need to make a recommendation to council.

BATES- Spoke in support of extending the conditional use to go with the property.

D. Action/Disposition

CARLUCCIO- Asked for a motion to recommend to city council that they extend the conditional permit, that it should follow with the house. She cited the following findings:

1. The adjoining properties are residential.
2. The adjoining properties will not be significantly impaired.
3. Adequate facilities are provided for the purpose.

BATES/PATRICK SO MOVED

NO OBJECTION/ MOTION CARRIED

Overview of Steps in a Sample Survey

Step 1: Selecting the Type of Survey

a. Decide whether it is best to conduct a telephone, door-to-door, or other type of survey. Be sure to consider your available manpower, the size of the sample you need, and the means you have available for identifying households to interview.

Step 2: Developing a Questionnaire

a. Write your questionnaire. Remember to keep the language as simple as possible. Avoid bias —do not encourage particular answers. Include other questions, if you like, but make sure the survey does not take too long.

b. Develop a standard introduction for your interviewers to use in approaching the respondents.

Step 3: Selecting the Sample

a. Define your universe. What is the area or population for which you are trying to estimate the portion of persons who have low- and moderate-incomes.

b. Identify a procedure for identifying individual households in the target area. Obtain a *complete* list of residents, addresses, telephone numbers, or identify a procedure for selecting from all of the homes in the area.

c. Determine the number of interviews you need to achieve an acceptable level of accuracy.

d. Select your sample (or sample selection procedure). Make sure you can add households to replace refusals. Make sure that the entire universe is covered—that is, that you have not excluded certain areas or groups of people.

Step 4: Conducting the Survey

a. Select and train your interviewers. Make sure they are very comfortable with the questionnaire. Make sure they know the importance of randomness and how to select and replace individual households.

b. Make contact with the sample. Write or phone and let them know you are coming. Or just knock on doors, if this is the procedure you select.

c. Try again (and again) where contact has not resulted in an interview.

d. Replace households you have written off as "unreachable."

City of Seldoiva
Income Survey

This survey will be used to gather essential information to support an application for funding under the Community Development Block Grant program. Please provide the following information about your household's earned income* levels.

***Earned income includes retirement and social security payments, but not public assistance or child support payments.**

How many people live in your household? _____

Between November 1, 2017 and November 1, 2018, was your total household income above or below the amount indicated in the graph below for your household size?
Circle one: ABOVE or ***BELOW**

1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
46,450	**53,050**	**59,700**	**66,300**	**71,650**	**76,950**	**82,250**	**87,550**

* If you circled **BELOW**, based on how many people live in your household which best describes your income between November 1, 2017 and November 1, 2018?
(Circle one)

Household Size:	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Very Low Income	**17,400**	**20,580**	**25,980**	**31,380**	**36,780**	**42,180**	**47,580**	**52,980**
Low Income	**29,050**	**33,200**	**37,350**	**41,450**	**44,800**	**48,100**	**51,400**	**54,750**
Moderate Income	**46,450**	**53,050**	**59,700**	**66,300**	**71,650**	**76,950**	**82,250**	**87,550**

(4)

Kenai Peninsula Borough Census Area

FY 2018 Median Family Income: $82,900

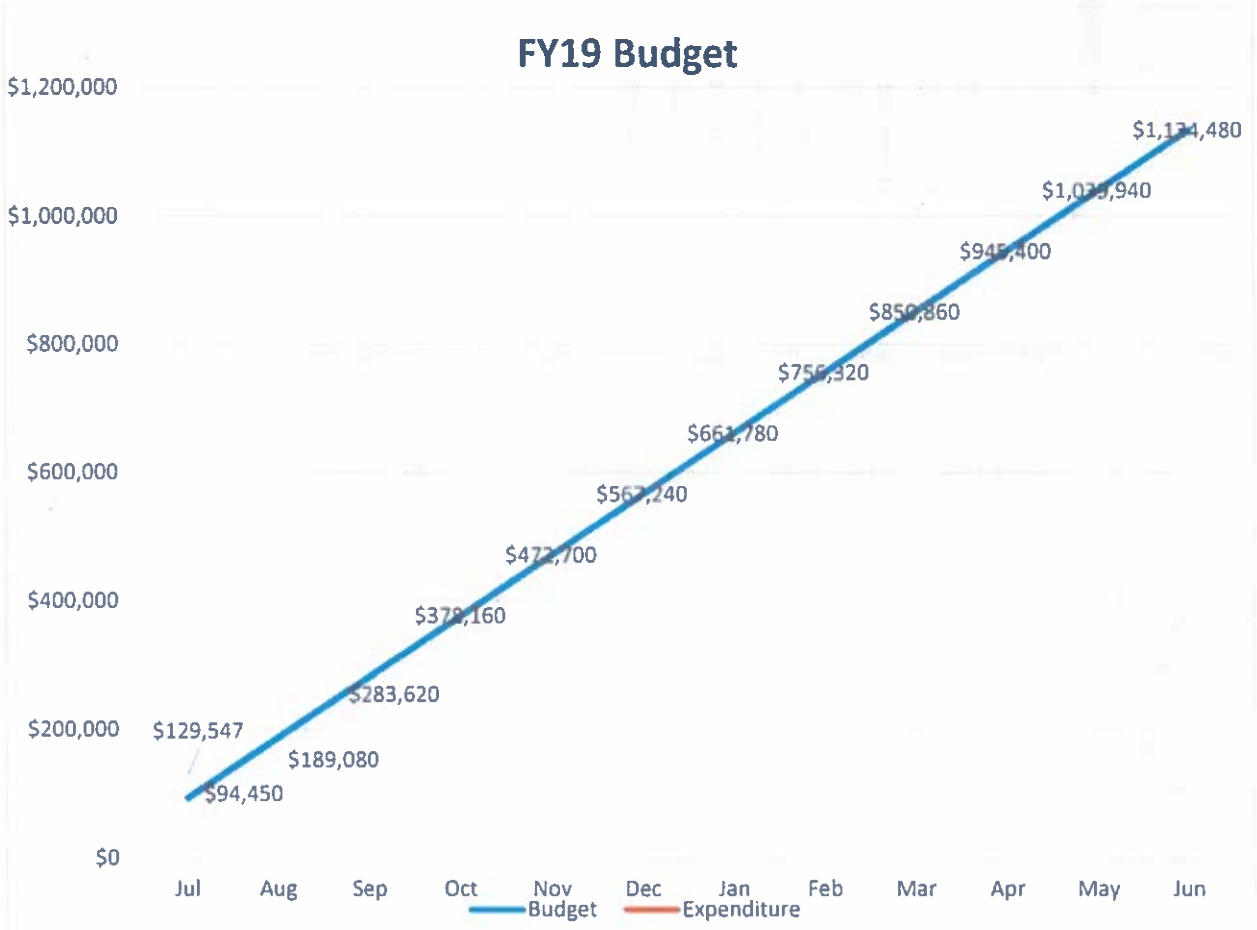
Household Size:	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Very Low Income	**17400**	**20580**	**25980**	**31380**	**36780**	**42180**	**47580**	**52980**
Low Income	**29050**	**33200**	**37350**	**41450**	**44800**	**48100**	**51400**	**54750**
Moderate Income	**46450**	**53050**	**59700**	**66300**	**71650**	**76950**	**82250**	**87550**

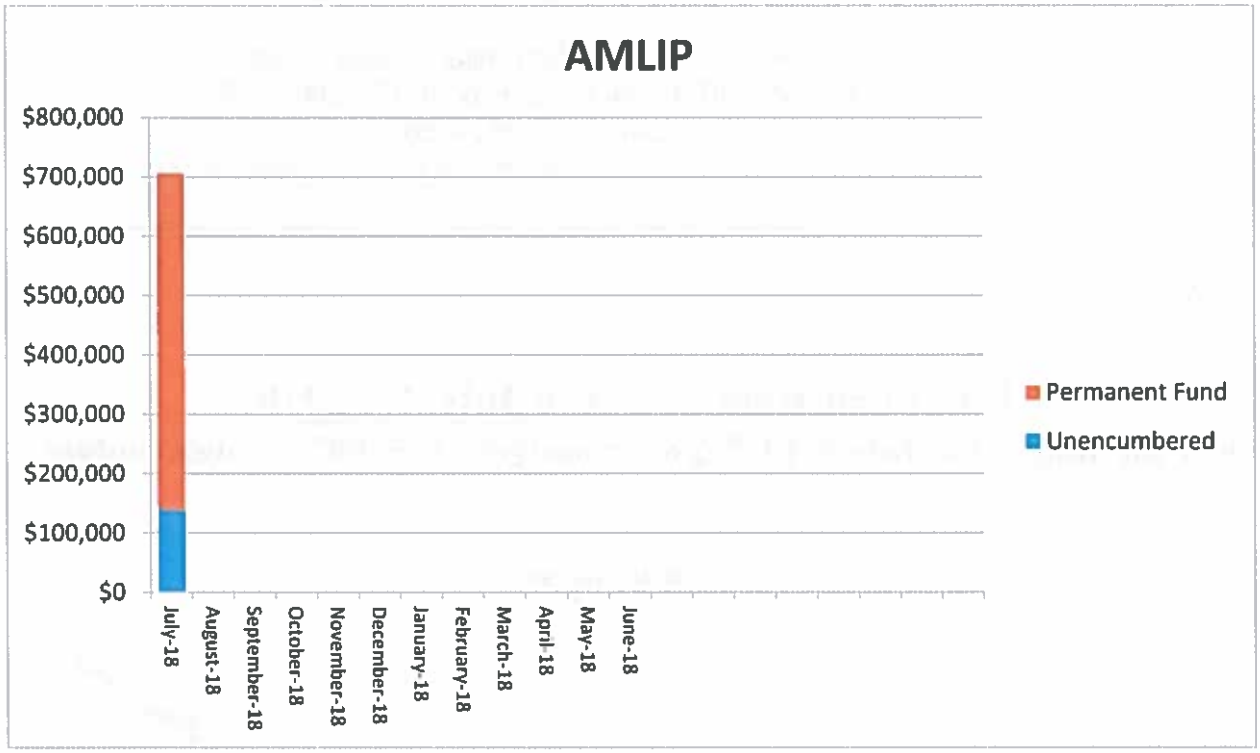
City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430,
Cell (907) 312-6586
citymanager@cityofseldovia.com

Financial Report as the July 31, 2018

Over all budget for July is 13.7% over budget. $35, 097.00 over budget.

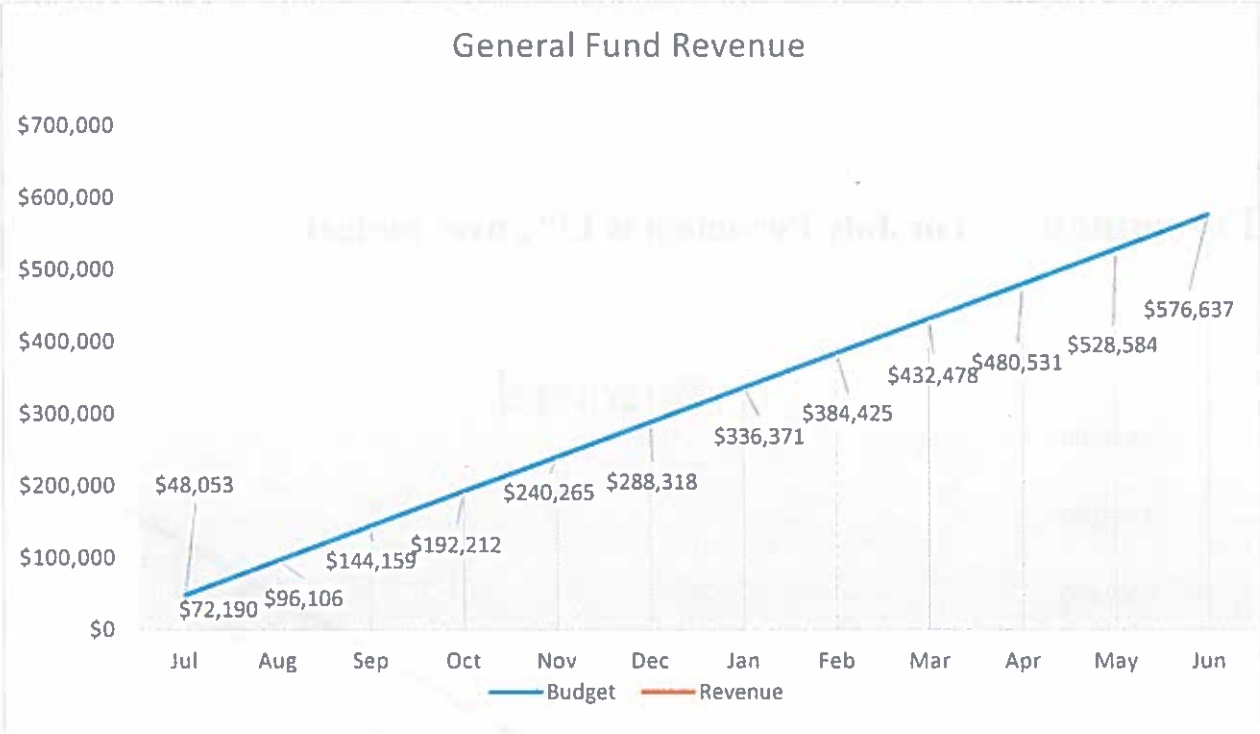




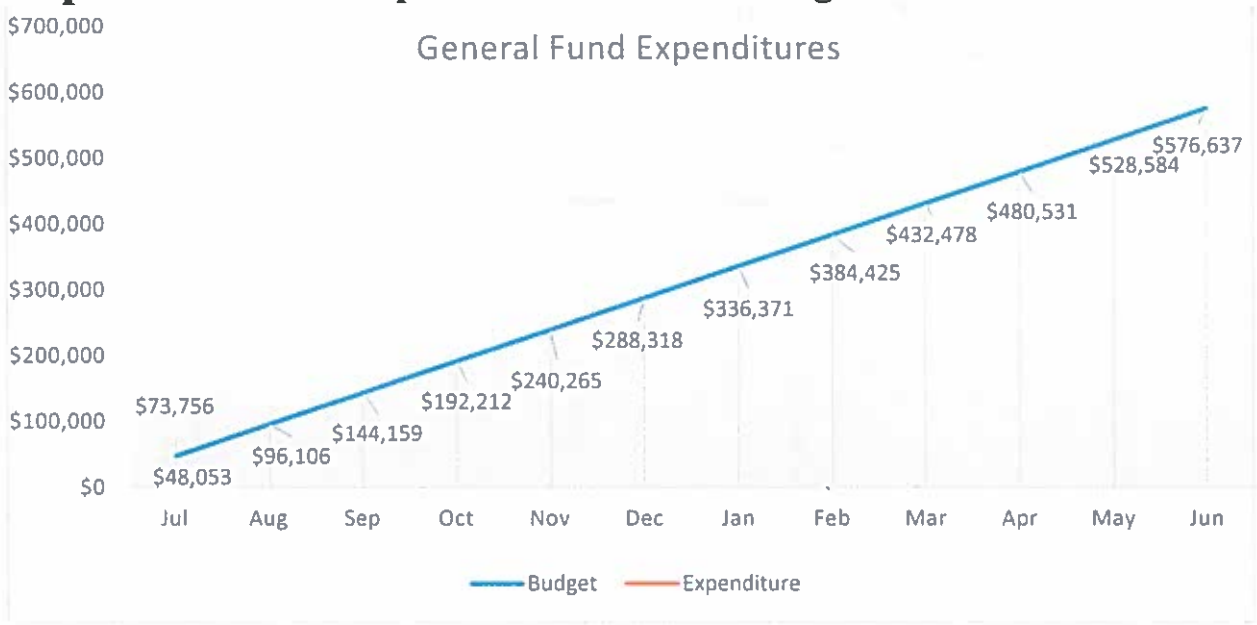
Date	AMLIP total	perm fund	Accrued Income	unencumbered
Jul-18	706,494.50	570,144.00	1,134.63	136,350.50
Aug-18				
Sep-18				
Oct-18				
Nov-18				
Dec-18				
Jan-19				
Feb-19				
Mar-19				
Apr-19				
May-19				
Jun-19				

Personnel: **For July Personnel is 13% over budget.**

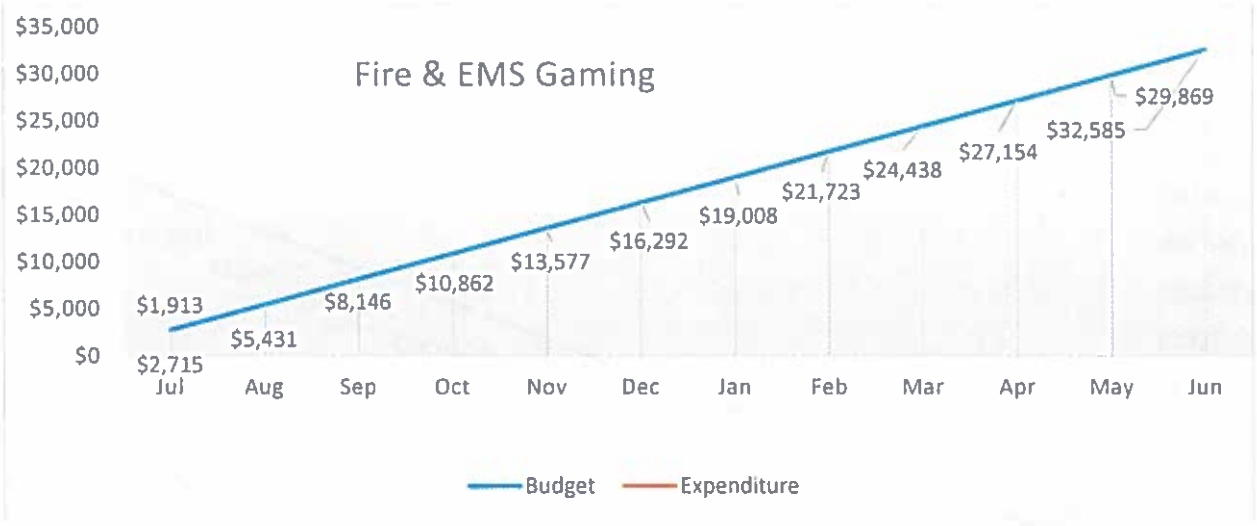
Revenue: **15 % under expected revenue for July**

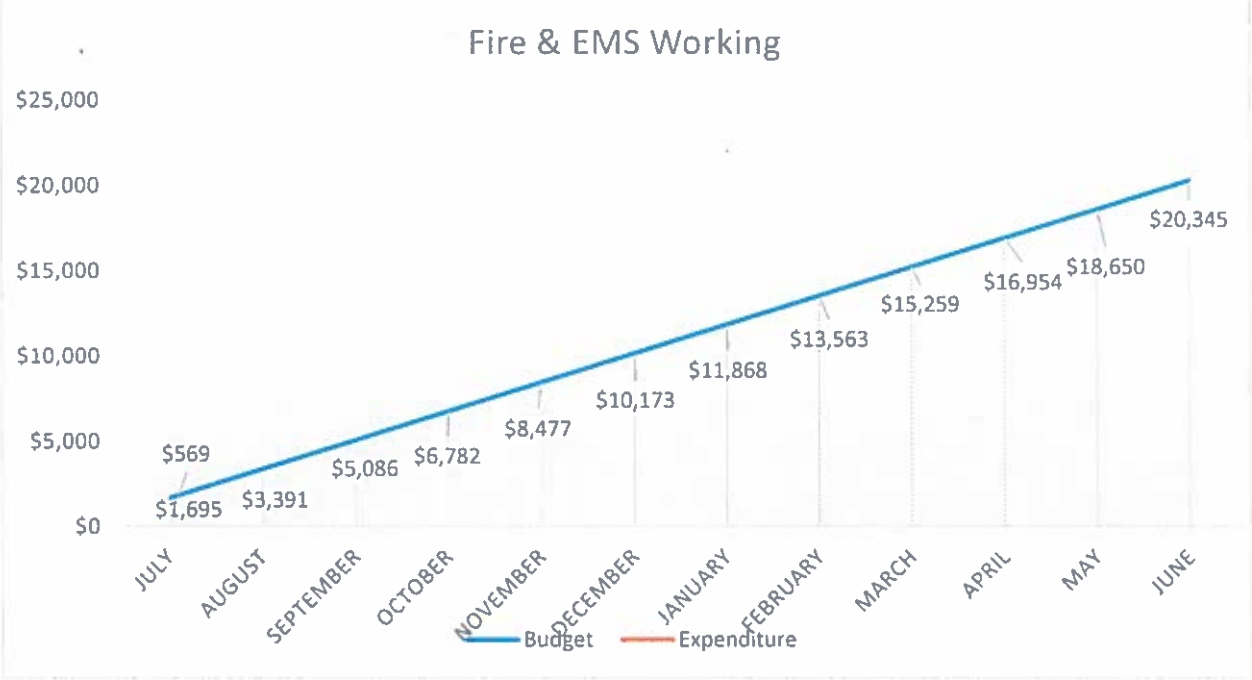


Expenses: **GF expenses 15% over all budget**

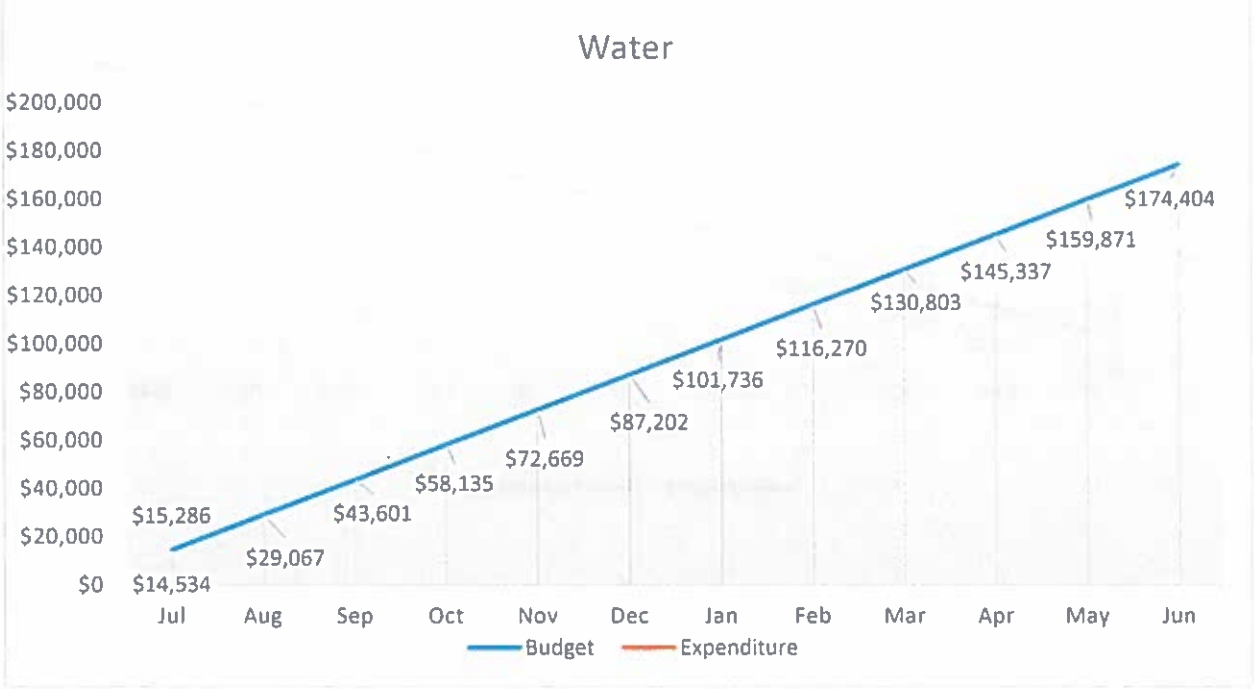


Fire and EMS: **Gaming account is under budget by 14%**
Working account is 29% under budget for July.

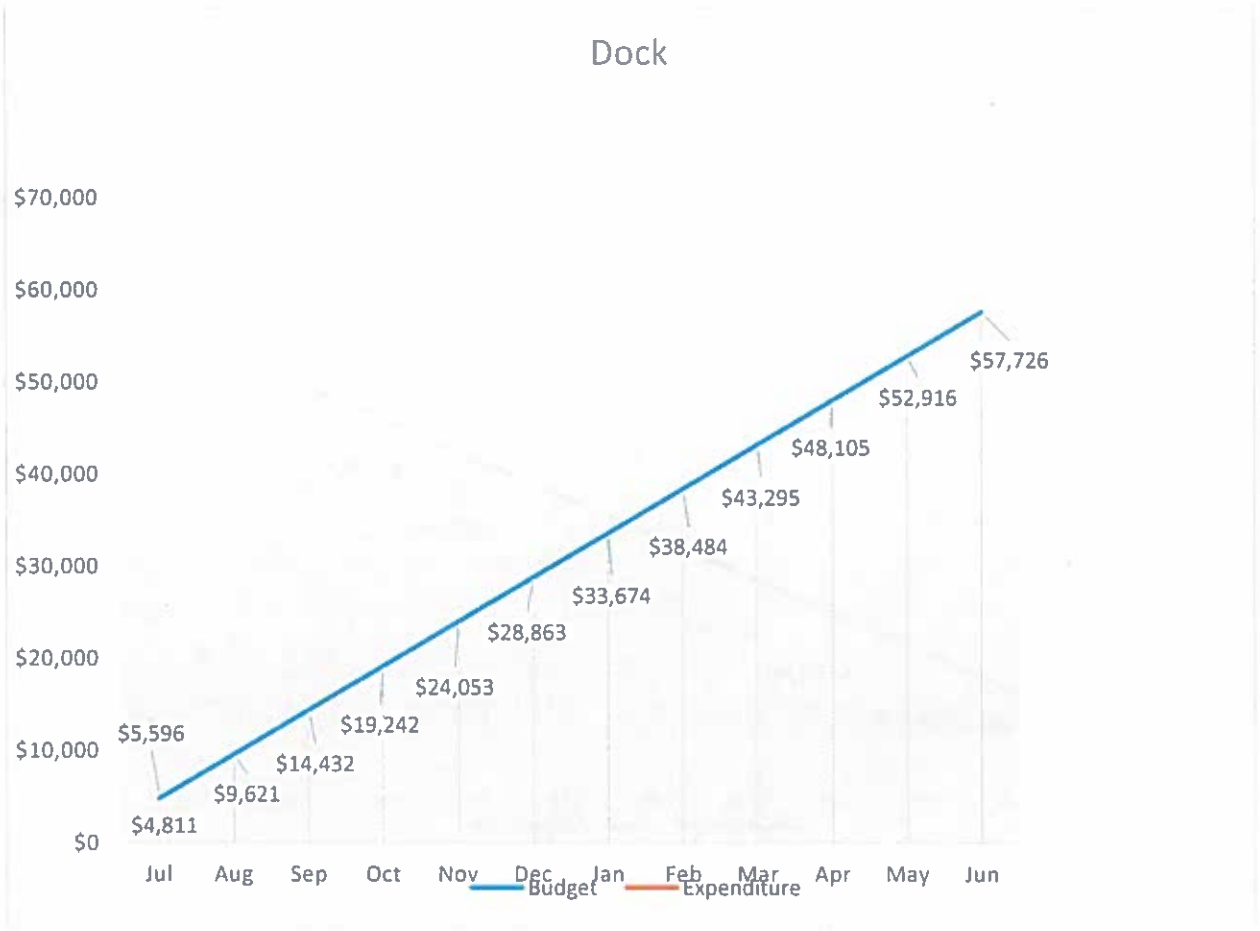




Water: 10.5% over budget

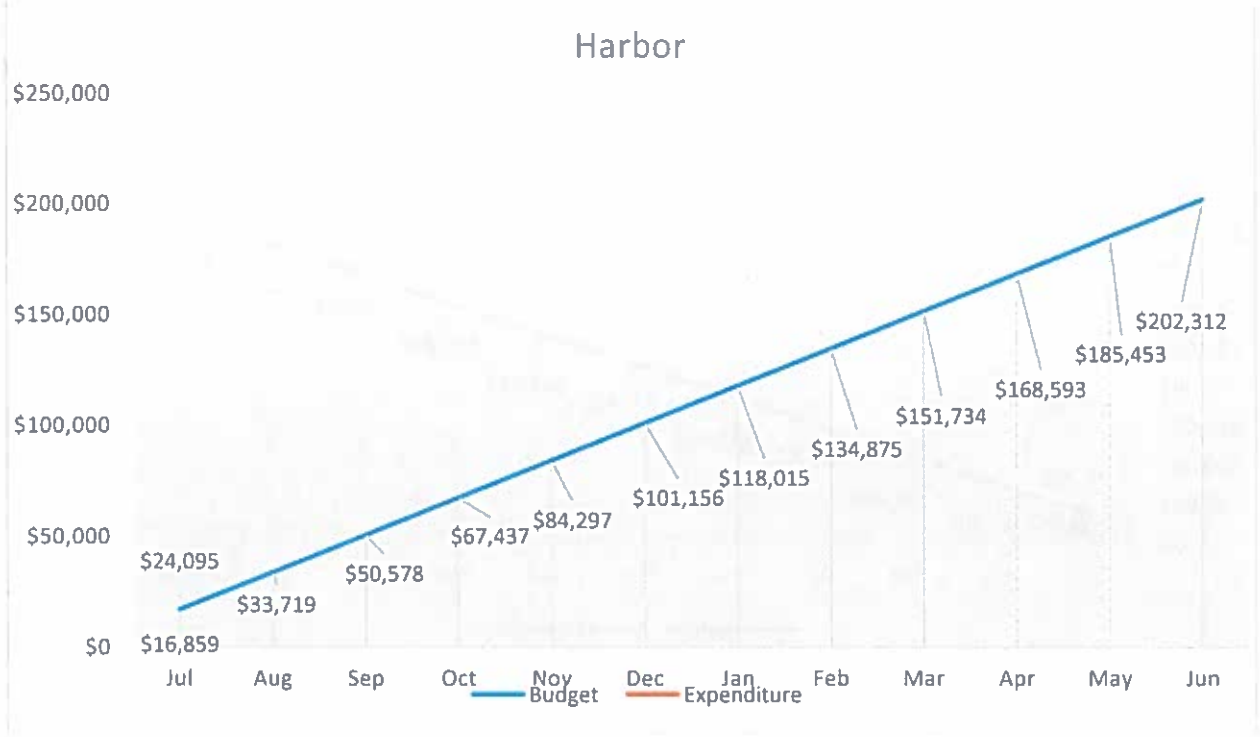


Dock: **11.5 % over budget.**

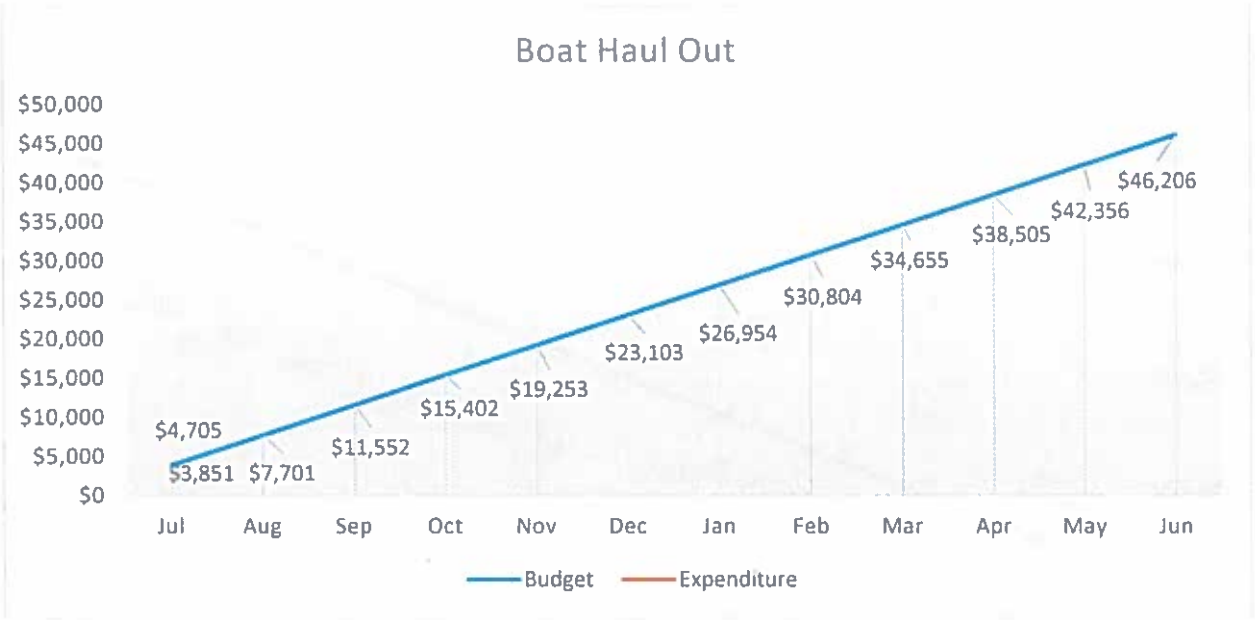


Sewer: 10% under budget

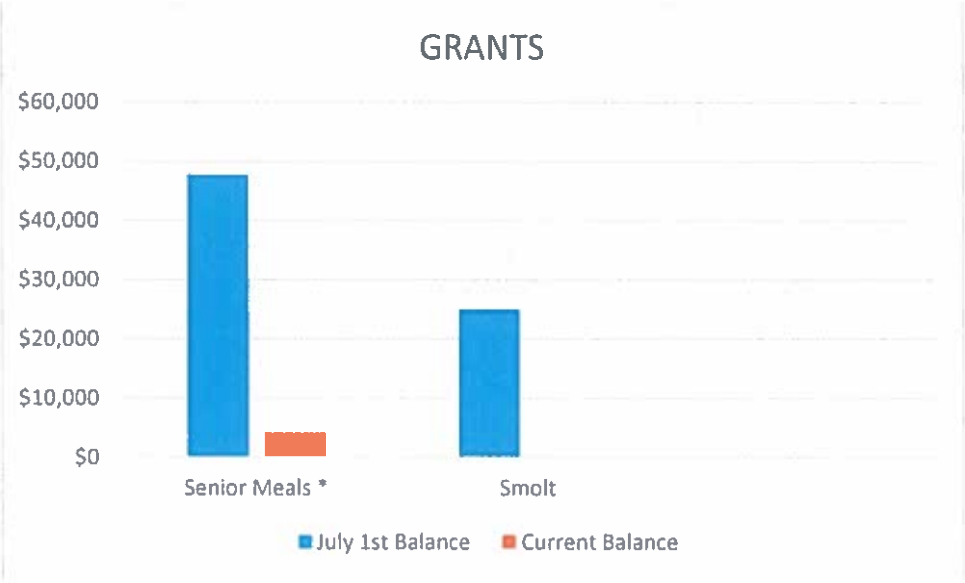
Harbor: 14% over budget



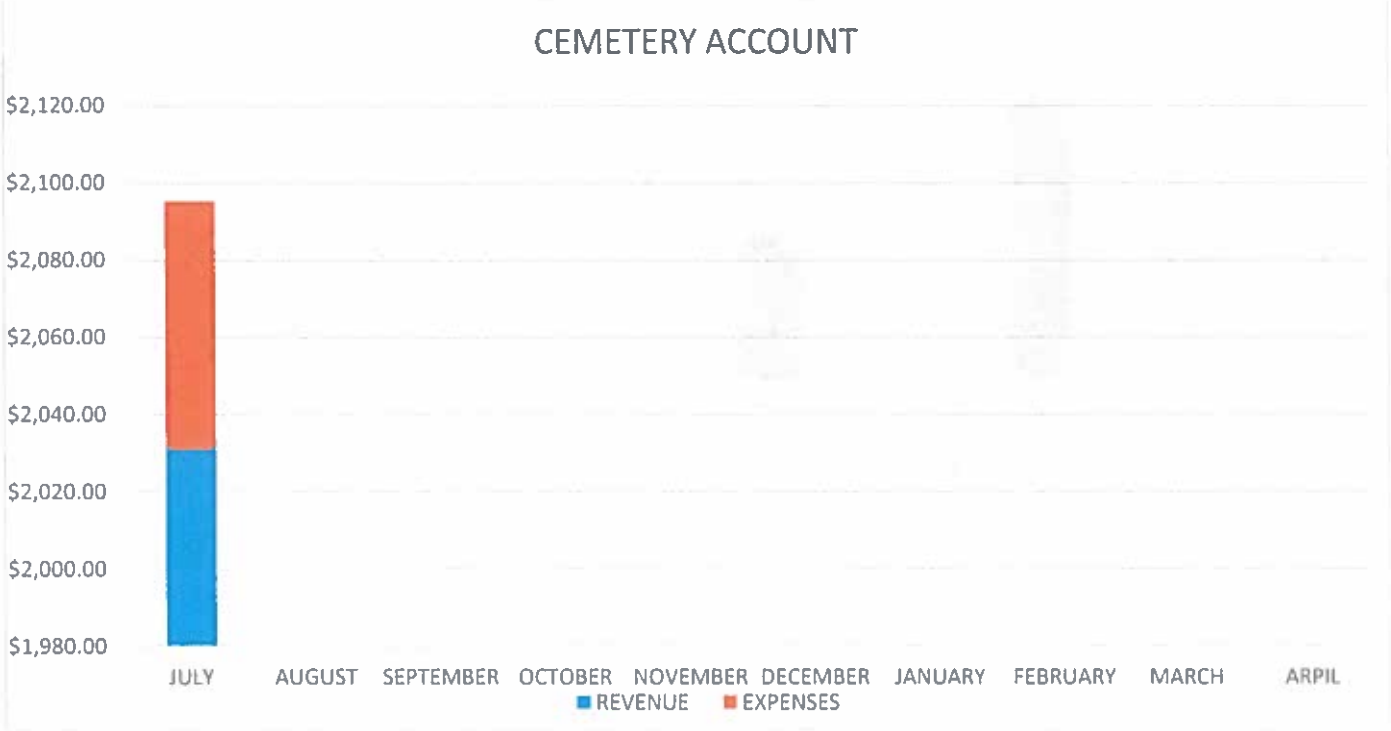
Boat Haul Out: **12% over budget**



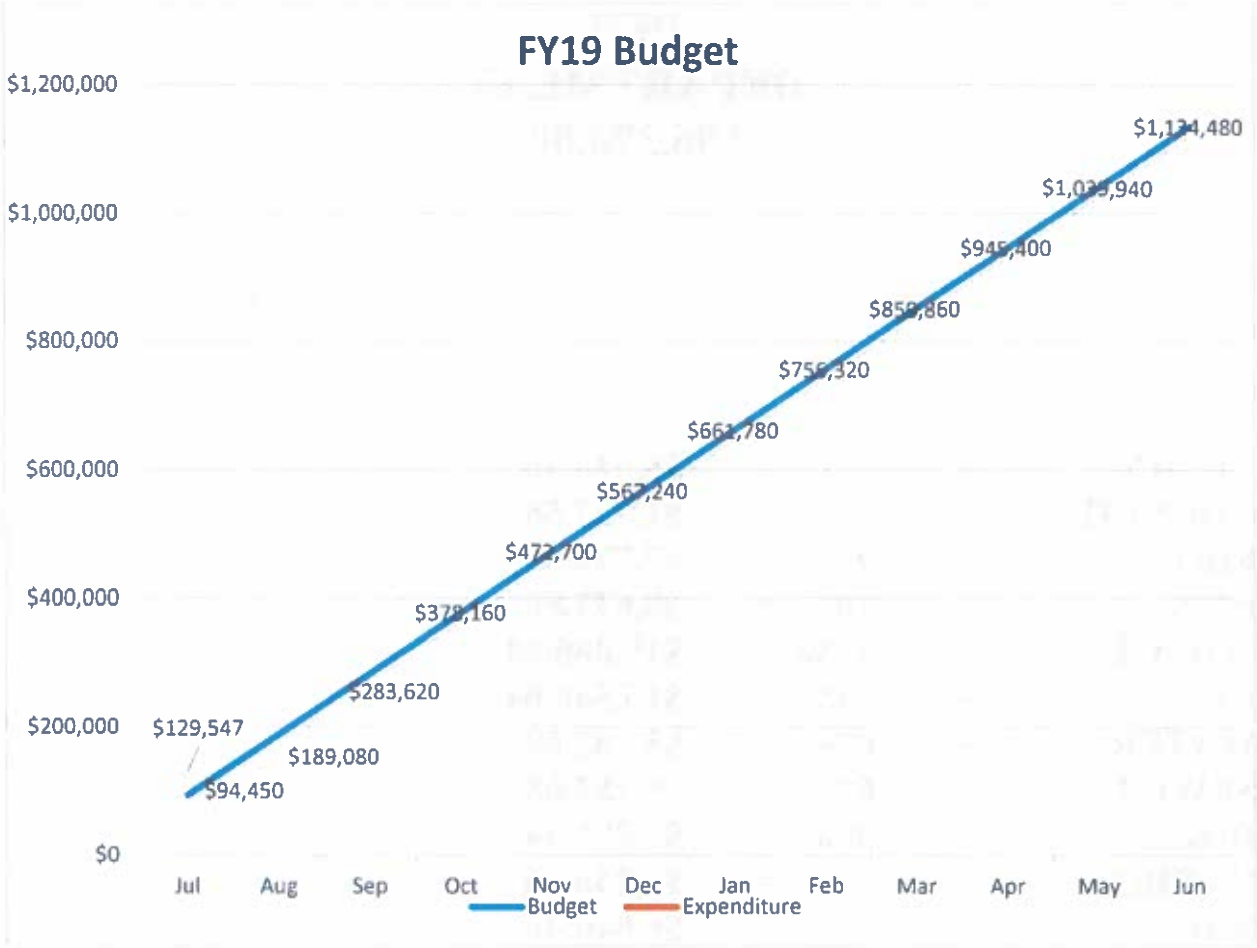
Grants: For FY19 we have two open grants. Senior Meals And Smolt Stocking.



Cemetery Fund: **Total donations for July are $2031.00**
Expenses thru July were $65.00 for grass seed Purchased.



FY 18 Budget: 13.7 % over budget for July



Jackie Taylor
Finance Officer

_____

Cassidi Cameron
City Manager

_____

INSURANCE BREAKDOWN
BY PERCENTAGE
PER
DEPARTMENT
$86,378.00

ADMIN	-	7%	=	$6,046.46
COUNCIL	-	2%	=	$1,727.56
FIRE	-	9%	=	$7,774.02
EMS	-	10%	=	$8,637.80
POLICE	-	23%	=	$19,866.94
PW	-	18%	=	$15,548.04
WATER	-	6%	=	$5,182.68
SEWER	-	6%	=	$5,182.68
DOCK	-	3%	=	$2,591.34
HARBOR	-	7%	=	$6,046.46
BHO	-	7%	=	$6,046.46
SENIOR MEAL	-	2%	=	$1,727.56

City of Seldovia
P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
email: citymanager@cityofseldovia.com
website: www.cityofseldovia.com

To: Mayor and Seldovia City Council
From: Cassidi Cameron
Subject: City Manager's Report
Date: September 10, 2018

Report

- Water/Sewer Infrastructure Repair Projects –
  - Eagle Run to Young Street - Complete
  - Main Street Valve Replacement – Complete
  - Anderson Way (two leaks in two separate locations) – first one was found that the leak is on the property owner's line; he is having it repaired by independent contractor. Second one was repaired and completed.
  - Chissus Keybox Replacement: Complete 9/10/18
  - Inlet Street Broken Lines – Complete
  - Shoreline Sewer Maintenance: Complete 8/30/18
  - Main Street/Dock Street – To begin in September
  - Anderson Way additional leak – beginning repair on 9/17/18

- DOT Airport Land Proposal Ongoing

- Boat Haul Outs and Launches

- Drinking Water Source Protection Plan – Alaska Rural Water Association/DEC: Municipal Grant Program (points towards qualifications) September 24th Presentation from ARWA

- Tour Boat Landing Count as of 9/1/18: Unofficial tally 7566

- Police Update: October 8th on Duty

- Rural Water Utilities Management Classes/Operations and Best Practices Score: Higher scores make us eligible for Capital Improvement Funding Projects with the State; Jackie will be attending in lieu of attending AML. Class is in December.

- Fire Tender

- AML – November 12th – 16th

- Dam Inspection Follow Up – O&M Manual Development; ongoing

Cassidi Cameron

From:	Palmer, Charley (DEC) <charley.palmer@alaska.gov>
Sent:	Thursday, September 6, 2018 12:57 PM
To:	Cassidi Cameron
Cc:	kevin (kevin@arwa.org); Miller, Christopher C (DEC); Forgue, Scott A (DEC); Bjorkman, Jamie K (DEC); Brewer, Marlena M (DEC); Thomas, Karl M (DEC)
Subject:	Alaska DEC Drinking Water Program site visit for PWSID 240707 SELDOVIA WATER SYSTEM
Attachments:	240707_001.pdf

Hi Ms. Cameron,

I'm following up with a conversation you had with Kevin Schoneman regarding my planned visit to Seldovia, Monday 9/24 – Tuesday 9/25. I'm with the Drinking Water Protection component of the Drinking Water Program at DEC. The purpose of my visit is to support and encourage the development of a Drinking [Source] Water Protection Plan for PWSID 240707 SELDOVIA WATER SYSTEM?

I'm happy to hear that ARWA is helping your community develop a Source Water Protection Plan (SWPP), or what the State of Alaska refers to as a Drinking Water Protection Plan (DWPP). One of the things I encourage you to do is to familiarize yourself with our criteria for endorsed Drinking Water Protection Plans. Kevin and I will help make sure this plan meets the minimum criteria for endorsement. Among other reasons, meeting the minimum criteria we've established will help the community obtain points that go towards qualifying for funding from the Alaska State Revolving Loan Fund (see ADWF Criteria).

I look forward to talking with you soon!

I've cc'd the following so they're aware of this correspondence:

- Kevin Schoneman, ARWA Source Water Protection Specialist
- Chris Miller, DEC Drinking Water Protection Coordinator
- Scott Forgue, DEC Drinking Water Engineer
- Jamie Bjorkman, DEC Drinking Water Compliance Specialist
- Marty Brewer, DEC Facilities Program Manager
- Karl Thomas, DEC Facilities Remote Maintenance Worker (RMW)

Background information

We've been responsible for the Source Water Assessment (SWA) process for public water system (PWS) sources statewide (see attached 2003 report). The SWA process includes delineating a Drinking Water Protection Area (DWPA), which is the immediate watershed/boundary that contributes water to the PWS. A map of the current DWPA can be viewed through our online web map at http://dec.alaska.gov/das/GIS/apps.htm. The SWA process also includes an inventory of existing and potential sources of contamination identified within the DWPA. Although we are no longer completing full reports, we still maintain aspects that can be used as a starting point for developing and implementing *voluntary* protection efforts in order to reduce the risk of contamination.

Regards,

--

Charley Palmer, *Hydrologist*
State of Alaska
Department of Environmental Conservation (DEC)

Division of Environmental Health/Drinking Water Program
Drinking Water Protection

Direct: 907-269-0292
Toll-free: 1-866-756-9656

Of interest
Drinking Water Protection home: http://dec.alaska.gov/eh/dw/dwp.aspx
DEC GIS Map Gallery: http://dec.alaska.gov/das/gis/apps
Private Water Wells Web Site: http://dec.alaska.gov/eh/dw/dwp/private-wells.aspx
Drinking Water Watch: http://dec.alaska.gov/DWW/
To subscribe to Drinking Water Protection announcements, join here:
http://list.state.ak.us/mailman/listinfo/dec.drinking.water.protection

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Division of Environmental Health
DRINKING WATER PROGRAM

ENDORSED PROTECTION PLANS

State of Alaska Endorsed Drinking Water Protection Plans are being promoted to help create incentives for communities and water systems to proactively protect their source of drinking water. Communities and water systems may qualify for current and future grants if they have a State of Alaska Endorsed Drinking Water Protection Plan.

CURRENT INCENTIVES:

Qualify for Alaska Clean Water Action Grants funded by Drinking Water Program.

FUTURE INCENTIVES:

Help qualify for Municipal Grant Program (points towards qualifications)
May help Water Systems qualify for Outstanding Performance

The process for developing and implementing a Drinking Water Protection Plan is based upon the classification of the water system. The Drinking Water Programs protection efforts are concentrated on promoting the development and implementation of protection plans for larger water systems classified as Community Water Systems. Non-Community Water Systems have a simplified process for developing and implementing an Endorsed Drinking Water Protection Plan.

PROCEDURE OF DEVELOPING AND IMPLEMENTING ENDORSED DRINKING WATER PROTECTION PLAN:

Community Water Systems:
Non-Community Water Systems:

FURTHER INFORMATION

Additional Information regarding Endorsed Protection Plans, Incentives and Substantial Implementation and can be found here: Frequently Asked Questions or by contact Drinking Water Protection at 907-269-7549.

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Department of Environmental Conservation

Mailing Address: P.O. Box 111800
Juneau, Alaska 99811
Location: 410 Willoughby Avenue, Juneau

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